DEPARTMENT OF THE AIR FORCE
HQ AIR INTELLIGENCE AGENCY

AIR INTELLIGENCE AGENCY INSTRUCTION 23-101
30 September 1999

Supply

MATERIEL MANAGEMENT

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

This instruction implements AFPD 23-1, *Requirements and Stockage of Materiel,* and follows guidance according to AFMAN 23-110, Vol 1, Part 2, and establishes a uniform system for Supply materiel management in the Air Intelligence Agency (AIA). It provides direction to AIA organizations on requisitioning, purchasing, receiving, storing, issuing, shipping, identifying excess, and accounting for supplies. The instruction also includes roles and responsibilities for the wing, groups, and units. This instruction does not apply to AIA-gained Air National Guard or Air Force Reserve units.

SUMMARY OF REVISIONS

This revision updates the materiel management guidance and incorporates the requirements, information, and procedures previously in ESCR 67-1, Volume 1, Supply Materiel Management. This instruction changes Electronic Security Command to AIA. This instruction also outlines the roles and responsibilities for various Agency units.

Chapter 1
PROGRAM BACKGROUND

1.1. Policy. Procedures in this instruction take effect upon receipt and apply to AIA organizations as indicated in each chapter. HQ AIA/LGS may authorize any deviations or waivers to this instruction.

1.2. Submitting Proposed Changes. Submit proposed changes, through command channels to HQ AIA/LGS, by message, fax, or E-mail.

1.3. Relations to other directive. If any procedures in this instruction conflict with USAF or other publications, these regulations must be complied. The conflict should be submit to HQ AIA/LGS for resolution. Follow USAF procedures until the conflict is resolved.

1.4. Terms Defined.

1.4.1. **Big Safari Inventory (BSI).** Detachment (Det) 2, 645 Materiel Squadron (MATS), automated inventory tracking system that operates from a personal computer.

1.4.2. **Spares Authorizations List (SAL).** A listing produced by Det 2 and Det 4, 645 MATS, of peculiar (non-stock listed) items and selected national stock number (NSN) items authorized for stock at the operating unit.

1.4.3. **NSA.** National Security Agency (NSA).

1.4.4. **Consolidated Signal Intelligence (SIGINT) Support Activity (CSSA).** A NSA sponsored activity that provides depot level support to the Air Force, Army, Navy, and NSA field units. This activity is hosted by the Cryptologic Systems Group (CPSG), and provides logistics support previously furnished by SA-ALC/LT.

1.4.5. **Directed Spares List (DSL).** A listing of P/Ns and NSNs that WR-ALC/LR (formally Det 8, 2762 LS) will provide and support; it serves the same purpose as an initial spare's support list (ISSL) for the SBSS.

1.4.6. **SLOE.** Special List of Equipment (SLOE).

1.4.6.1. ***SLOE 174***.   A product produced by Det 2, 645 MATS that lists peculiar support equipment required to support peculiar systems or end items.

1.4.6.2. ***SENIOR YEAR SLOE 054E***. A listing produced by WR-ALC/LR that shows assets authorized for a specific system.

1.4.7. **Position Equipment Table (PET).** An AIA developed database that authorizes and establishes configuration control for controlled mission equipment (CME), and communication-computer systems (C-CS) equipment. The PET contains all assets listed in allowance standard (AS) 709, Parts B, D, E and Standby. It lists additional assets Due-In-From-Maintenance (DIFM), and expendable items included in individual Position Equipment Indicators (POEI). The database is also a tool used to calculate maintenance manpower authorizations and provides statistical data to upgrade and replace systems. The PET is a source document used to generate position installation (refer to AIAI 23-201 V4, *Equipment Management).*

1.4.8. **Monthly Supply Management Data Report, M32/BSI Report Card.** All units with Satellite Supply functions will provide the monthly supply management and BSI Report Card data to HQ AIA/LGSP by the 10th of each month.

1.4.9. **MINIMIZE.** A procedure used during periods of crisis or other abnormal periods to reduce the volume of record and long distance telephone traffic transmitted electrically. It applies to all users of Department of Defense (DoD) electrical communications.

1.4.10. **List Of Material (LOM).** The supplies, normally expendable, requires for installing a mission-facility project.

1.4.11. **Logistics Support Plan (LSP).** Operating procedures from Det 2, Det 4, or WR-ALC/LR.

1.5. Record Disposition. Dispose of supply records, documents, and listings according to AFI 37-138, *Record Disposition Instruction.*

Chapter 2

ROLES AND RESPONSIBILITIES FOR WING OR CENTER

2.1. Purpose. This section identifies Supply functional roles and responsibilities applicable to the 67 SPTS/LGS or equivalent center.

2.2. Responsibilities and Functions.

2.2.1. The wing or center equivalent has the following responsibilities:

2.2.1.1. Coordinate directly with HQ AIA/LGS on supply/transportation issues.

2.2.1.2. Work directly with HQ AFMC Special Management Depots (WR-ALC/LR, Dets 2 and 4 645 MATS) on any rewrites of LSPs, and any supply issues. Coordinate changes with HQ AIA/LGSP.

2.2.1.3 Conduct staff assistance visits (SAVs) on wing's groups and wing's units when requested by the groups. Provide procedural guidance to groups and units on HQ Special Asset Management Depot Supply issues.

2.2.1.4. Coordinate directly with HQ AFMC Special Asset Management Depots on the establishment of Readiness Spares Packages.

2.2.1.5. Monitor and manage all wing non-Mission Capable (MICAP) requirements and work directly with all applicable depots as required to ensure requirements are satisfied. Provide HQ AIA/LGSW an info copy of all MICAP correspondence.

2.2.1.6. Attend annual HQ AFMC Special Asset Management Depot (Det 2, WR-ALC/LR) conferences.

2.2.1.7. Coordinate with HQ AIA/LGSW to resolve unique PET issues/concerns, while the units will coordinate directly with HQ AIA/LGSW on normal day-to-day PET issues.

2.2.1.8. Review and coordinate with HQ AIA Supply Functional Manager on all manpower evaluation studies, manning shortages, and training requirements for supply and transportation personnel.

2.2.1.9. The 67th Intelligence Wing (67 IW) will manage the 12 EINS Supply contingency tasking, with direct coordination with HQ AIA/DPAC.

2.2.1.10. Assist in the development of Unit Type Codes (UTC's) to support mobility and contingency tasking.

2.2.1.11. Coordinate with HQ AIA/LGSW/P for equipment/vehicle disposition instructions when requested by the groups or units; however, units may deal directly with HQ AFMC Special Asset Management Depots for Det-owned equipment. Units may also work directly with HQ AIA/LGSW and HQ AIA/LGSP for equipment and vehicle disposition instructions with info to groups and the wing.

2.2.1.12. Coordinate with HQ AIA/LGS Functional manager on wing permanent change station (PCS) and contingency and wartime tasking of supply and transportation personnel. However, the wing has primary responsibility, and will coordinate with groups and HQ AIA/DPAC for all 12 EINS contingencies and wartime tasking.

2.2.1.13. Coordinate with HQ AIA/LGS and groups on assignment of chief of supply at wing's units.

2.2.1.14. Coordinate directly with HQ AIA/LGSP on Program Directives (PAD's) and Programming Plans and Planning Documents (P-Plans).

Chapter 3

SATELLITE IIIA ACCOUNT MANAGEMENT

3.1. Purpose. This section provides supplemental guidance to AIA units authorized a Satellite IIIA supply account. AFMAN 23-110, (USAF Supply manual) Volume II, Part Two, Chapter 2, offers basic guidance, except as noted in Dets 2, 4 645 MATS and WR-ALC/LR LSPs, and this instruction. Guidance can also be obtained from the applicable ILSPs for the supported system.
3.2. Responsibilities: Organization and Functions.

3.2.1. The unit commander will:

3.2.1.1. Appoint a SCOS, by letter, according to AFI 23-111, *Management of Government Property*, Chapter 1, Para 1.8. Make sure the certificate of transfer is completed in accordance to AFMAN 23-110, Volume I, Part Two, Chapter 1, Figure 1.1 or 1.2.

3.2.1.2. Approve or disapprove the inventory document register (M-10) according to AFMAN 23-110, Volume II, Part Two, Chapter 20, Para 20.10.

3.2.1.3. Appoint a SPRAM and equipment custodian for each workcenter.

3.2.2. The Chief of Logistics will:

3.2.2.1. Provide the SCOS a copy of the appointment letter.

3.2.2.2. Designate personnel to sign condition tags and perform property condition inspections.

3.2.2.3. Review inventory adjustment support documentation to ensure adequate research has been done.

3.2.2.4. Review inventory-analysis reports for adequacy and corrective actions. Send a copy to HQ AIA/LGSP.

3.3. Satellite Chief of Supply (SCOS). The SCOS is responsible to the Chief of Logistics for an effective and efficient satellite-supply operation. The SCOS will:

3.3.1. Comply with the provisions in AFMAN 23-110, VOL II, Part Two Chapter 2, 28, and this instruction.

3.3.2. Transfer the satellite account according to AFMAN 23-110, Volume I, Part Two, Chapter 1, Figure 1.1 or 1.2 and AFI 23-111. Include the unit commander's appointment letter, certificate of transfer, and copy of the M-10 (Consolidated Inventory Adjustment Document Register). Provide AIA/LGSP a copy of each document within 30 days after transfer actions are completed.

3.3.3. Promptly coordinate with the Computer Support Base (CSB) COS during unscheduled downtime due to hardware problems, to return the system to operational status.

3.3.4. Certify inventory adjustments when authorized in AFMAN 23-110, Volume II, Part Two, Chapter 20, Para 20.10.

3.3.5. Set up an effective training program to ensure personnel follow current SBSS procedures for tasks assigned. Brief materiel control personnel on updated SBSS procedures.

3.3.6. Provide a copy of the M32 (Monthly Base Supply Management Report), with an attached copy of the inventory analysis to HQ AIA/LGSP by the 10th of each month.

3.3.7. Assist materiel control personnel as determined by the Chief of Logistics.

3.3.8. Provide adequate training to all flights and elements.

3.3.9. Ensure the unit clearance checklist includes the transfer of equipment accounts, and transfer the accounts at least 45 to 60 days before the custodian departure day.

3.4. Adjusted Stock Levels.

3.4.1. Initial stock levels on expendable (XB3) items should match the depot recommended quantity. WR-ALC/LR supported units will load level flag "C" as specified in LSP 400-1, Chapter 7. Det 2 and Det 4 supported units with BSI capability will follow BSI instructions.

3.4.2. Adjusted level quantities on repair cycle assets (XD) should not exceed depot recommended spare quantities.

3.4.3. For Det 2 and Det 4 supported units:

3.4.3.1. The SAL informs the unit of assets authorized to be on-hand to support a system, or to upgrade an existing system. It is the authorization document and approval authority to keep the identified assets on adjusted stock level details in the satellite supply account.

3.4.3.2. The SCOS will ensure a validated R35, (Adjusted Level Review List) is on file. The list authorizes existing levels kept in the satellite supply account.

3.4.3.3. Ensure an updated validated R35 "authorization" listing is produced periodically, not to exceed 2 years, to prevent a build-up of messages.

3.4.3.4. Adjusted stock levels created due to a SAL do not require a message, if the listing is on file.

3.4.3.5. Keep SALs on file for as long as the adjusted stock levels are valid.

3.4.4. WR-ALC/LR supported units will destroy messages adding adjusted stock levels when they appear on the updated DSL.

3.5. **Requisitions.**

3.5.1. Monitor all off-line requisitions, the daily transaction register, BSI automated files, and requisition message files.

3.5.2. Annotate or stamp "MSK" on the repair and return shipment document when a mission support kit (MSK) asset is use to satisfy a MICAP condition.

3.5.3. When using the shipment-modifier option, coordinate with the computer support base (CSB). Load shipment modifiers against support depots and other AIA satellite account's routing identifier code (RIC) to prevent creating shipment suspense details. AFMAN 23-110, Volume II, Part Two, Chapter 15, Para 15.8 describes AIA-authorized specific shipment modifiers. Notify HQ AIA/LGSW if the CSB cannot load the shipment modifier.

3.5.4. When you receive requisition status from support depots, prepare the applicable input format as specified in the applicable LSP to update requisition details within 24 hours of status receipt.

3.5.4.1. Load, changes, or deletes status codes and estimated delivery date (EDD) as indicated in the Dets 2, 4 weekly status reports.

3.5.4.2. When the EDD is to be determined, load status code "BD." Do not change the status code until an updated EDD is received.

3.5.4.3. Screen the requisition reconciliation listing sent by the supporting depot when received against the due-in listing, and correct discrepancies according to the applicable LSP. **NOTE:** The applicable LSP describes these products more clearly.

3.5.5. Det 2 and Det 4 will publish SALs on a quarterly basis on a 3 1/2-inch diskette or hard copy. Each SAL will reflect any changes, additions, or deletions since the last SAL. Det 2 will send SALs to supported field units. These listings identify NSNs and P/N items, quantity, ERRC, noun, and manufacturer's code required to support a new system, or to modify an existing system. The unit will obtain NSN assets through the SBSS. Det 2 or Det 4 will supply P/N assets unless otherwise stated. Det 2 or Det 4 will ship P/N assets using documentation with "AUTO-SHIP" annotated on the DD Form 1348-1, *DoD Single Line Item Requisition System Document.*

3.6. Inventory Procedures and Frequency. Use the complete warehouse method to inventory FX warehouse assets. Follow AFMAN 23-110, Vol II, Part Two, Chapter 20, for the frequency of inventories.

3.7. Accountability of Assets From Other Than AFMC Detachments.

3.7.1. AIA Satellite IIIA supply accounts will transfer NSN items listed on the initial spares support list (ISSL), and NSNs items not listed on an ISSL, but required by the unit to the CSB base supply. Establish adjusted stock levels (AF Forms 1996,**Adjusted Stock Level**), in 3 copies) at the host base supply for these items.

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